FY'2001 ORO/EEO/ACCOMPLISHMENT REPORT

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

Annual Affirmative Employment Program Accomplishment Report For FY 2001

 Summary of Work Force Accomplishment Report on Objectives and Action Items Noteworthy Activities and Initiatives 	
U. S. Department of Energy/ Oak Ridge Operations Office Name of Organization 200 Administration Road, Oak Ridge, Tennessee 37830 Address of Organization	
Organizational Level: Agency MOCX Region Command Installation Headquarters Number of Employees Covered by Plan: Total _548 Professional _321 Administrative _153 Clerical _6 Other _3 Blue0_	
Rufus H. Smith, Diversity Programs Manager Name of Contact Person Telephone # (865) 576-4988	
Rufus H. Smith, Diversity Programs Manager Name and Title of Principal EEO Official	
Signature of Principal EEO Official Certifies that this report is in compliance with EEO MD-714	

G. Leah Dever, Manager

Name and Title of Head of Organization

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES & WOMEN

Summary Analysis of Work Force

During FY 2001 the ORO workforce, including the NNSA Y-12 Site Office, increased by eleven employees from 548 at the end of FY 2000 to 559 at the end of FY 2001. During this period the number of women increased by 8 from 251 to 259 while their overall representation remained at 46 percent. The number of minorities increased by 9 from 79 to 88 and their overall representation increased from 14 percent to 157 percent.

A summary of the charges in the ORO work force from FY 12000 to FY 2001 is provided below by PATCOB employment categories, grade level grouping and major occupations.

A. PATCOB Employment Categories

- * Women. The representation of women increased in the Professional, Administrative and Technical categories. The Other category remained at one. The representation of women declined in the Clerical category by one employee from six to five The increases in the Professional was from 91 to 96, Administrative from 89 to 92 and Technical 64 to 65.
- * Minorities. The representation of minorities improved in the Professional, Administrative, Technical and Other categories and remained at one in the Clerical category. The increases in the Professional was from 53 to 55, Administrative from 22 to 23, in Technical from 3 to 4 and in the Other category from 0 to $\underline{5}$.

Table 1 provides a summary of the changes in the ORO work force by PATCOB employment categories.

B. <u>Grade Groupings</u>

- * Women. The representation of women improved in higher graded positions. In grades 13 and above the number of women increased by 5 from 112 to 117. Of all women employed at ORO, approximately 45% percent were in grades 13 and above at the end of FY 2001.
- * Minorities. The representation of minorities also increased in higher graded positions in the ORO workforce. In grades 13 and above the number of minorities increased from 55 at the end of FY 2000 to 59 at the end of FY 2001. Of all minorities employed at ORO, approximately 67 percent were in grades 13 and above at the end of FY 2001.

Table 2 provides a summary of the changes in the OR work force by grade level groupings from FY 2000 to FY 2001.

U. S. DEPARTMENT OF ENERGY OAK RIDGE OPERATIONS SUMMARY SHEET

FY 2000-2001 CHANGE IN WORK FORCE PROFILE BY PATCOB (Table 1)

Employment	Year/#And			White			rican erican		panic	An P	Asian nerican acific lander	India N	nerican n Alaskan lative
Category	% Change	#/%	Total		F	M	F	М	F	M	F	M	F
Professional	9/30/00	# %	331	196 61.25	71 22.18	16 5.0	13 4.06	7 2.19	5 1.56	8 2.5	2 0.62	2 0.62	0
	9/30/01	# %	327	197 60.24	75 22.94	16 4.89	14 4.28	7 2.14	5 1.53	9 2.75	.61	2 .61	0
	% Change	%		(1.01)	.76	(.11)	.76	(.05)	(.03)	.25	(.01)	(.01)	NC
Administrative	9/30/00	# %	153	55 33.95	76 49.67	6 3.92	12 7.84	3 1.96	1 0.65	0 0	0 0	0 0	0 0
	9/30/01	# %	154	53 34.42	78 50.65	6 3.90	12 7.79	3 1.95	1 .65	0 0	1 .65	0 0	0 0
	% Change	# %		(1.53)	.98	(.02)	(.05)	(.01)	NC	NC	.65	NC	NC
Technical	9/30/00	# %	65	1 1.54	61 93.85	0 0	2 3.08	0 0	0 0	0 0	0 (1.54)	0 0	0
	9/30/01	# %	66	1 1.52	61 92.42	0	3 4.55	0 0	0 0	0 0	1 (1.52)	0	0
	% Change	# %		(0.2)	(1.43)	NC	1.47	NC	NC	NC	(.02)	NC	NC
Clerical	9/30/00	# %	8	2 25.00		0 0	1 12.50	0 0		0 0	0 0	0 0	0 0
	9/30/01	# %	7	2 28.57	4 57.14	0 14.29	1 0	0 0		0 0	0 0	0 0	0 0
	% Change	# %		3.57	(5.36)	NC	1.79	NC	NC	NC	NC	NC	NC

U. S. DEPARTMENT OF ENERGY OAK RIDGE OPERATIONS SUMMARY SHEET

FY 2000-2001 CHANGE IN WORK FORCE PROFILE BY PATCOB (Table 1)

Employment	Year/#And			White			rican erican	His	spanic	An P	Asian nerican acific lander	India	merican an Alaskan Native
Category	% Change	#/%	Total		F	M	F	M	F	M	F	M	F
Other	9/30/00	# %	1	0	1 100	0 0	0	0 0	0 0	0 0	0 0	0 0	0
	9/30/01	#	5	0 0	1 0	3 60.0	0 0	1 20.0	1 20.0	0 0	0 0	0 0	0 0
	%Change	# %		NC	(100.0)	60.0	NC	20.0	20.0	NC	NC	NC	NC
Blue Collar	9/30/00	# %	0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
	9/30/01	# %	0	0 0	-	0 0	0	0 0	-	0 0	0	0 0	0 0
	% Change	# %		С	N NC	С	N NC	С	N NC	С	N NC	С	N NC
Total	9/30/00	# %	548	254 46.35	214 39.05	22 4.01	28 5.11	10 1.82	6 1.09	8 1.46	3 0.55	2 0.36	0 0
		% #		253		25	30	11		9	4	2	0
	9/30/01	% # %	559	45.26	39.00	4.47	5.37	1.97	1.25	1.61	.72	.36	0
	% Change	# %		(1.09)	.05	.46	.26	.15	.16	.15	.17	NC	NC

U. S. DEPARTMENT OF ENERGY/OAK RIDGE OPERATIONS OFFICE SUMMARY SHEET FY 2000-2001 CHANGE IN WORK FORCE PROFILE BY GRADE LEVEL (Table 2)

			-	Vhite	_		Africa	n Ame				spani		A	_	nerican Iander			Ameri Alask		tive
Grade Level	Year/# And %	l	M		F	l	M		F	l	M		, F		M		F	M.	-		F
Grouping	Change	#	%	#	<u> </u>	#	%	#	* %	#	%		# %	#	%	#	%	#	%	#	%
	09/30/00	1	50	1	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
00.4.4	09/30/01	1	16.67	0	0	3	50.0	0	0	1	16.67	1	16.67	0	0	0	0	NO	NO	NO	NO
GS 1-4	#% Change	NC	33.33	+1	50.0					+1	16.67	1	16.67	NC	NC	NC	NC	NC	NC	NC	NC
	00/00/00	ļ																			
	09/30/00 09/30/01	4	5.41 ' 66	65 86.8		0 0	0	4 4	5.41 5.21	0 0	0	0	0 0	0	0	1 1	1.35 1.31	0	0 0	0	0 0
GS 5-8	#% Change	6.57 1.16		1.0	-	NC	NC	4 NC	5.21 (.15)	NC	NC	NO NO	•	0 NC	NC	NC		0 NC	NC	0 NC	NC
GS 5-6	#% Change	1.10) +1	1.0		INC	INC	NC	(.13)	INC	INC	INC	, INC	INC	NC	INC	.04	INC	NC	NC	- NC
	00/00/00	47	40.00	50	04.00		4.00	44	40.00	4	4.00	1	4.00		4.00						
	09/30/00 09/30/01	17 15	18.68 16.85	56 56	61.63 62.92	4 4	4.39 4.49	11 11	12.08 12.35	1	1.09 1.12	1	1.09 1.12	1	1.09	0	0	0	0	0	0 0
GS 9-12	#% Change	-2	(1.55)	NC	2.05	4 NC	.10	NC	.27	NC	1.12	I NO		0	.03	NC	NC	NC	NC	NC	NC
00 3-12	#70 Change	-2	(1.55)	NO	2.00	NO	.10	NO	.21	NO		INC	,	+	.00	NO	NC	INC	NO	NO	110
	00/00/00	000	00.00	00	04.04	47	4.04	40	0.55	_	0.45		4.07	7	4.04	0					
	09/30/00 09/30/01	223 224	60.93 60.05	88 91	24.04 24.39	17 17	4.64 4.55	13 15	3.55 4.02	9 9	2.45 2.41	5 5	1.37 1.34	8	1.91 2.14	2 2	.55 .53 +1	2	.53	0	00
GS 13-15	#% Change	+1	(.88)	+3	.35	NC	(.09)	+2	.47	9 NC	(.04)	•	(.03)	.23	2.14 NC	(.02)	.55 +1	NC	.53 (.02)	NC	NC
03 13-13	#70 Change	· ·	(.00)	13	.55	NO	(.03)	12	.+1	NO	(.04)	INC	(.03)	.23	NC	(.02)		NO	(.02)	NO	NC
	09/30/00	9	64.29	4	28.57	1	7.14	0	0	0	0	0	0	0	0	0	0				
	09/30/01	8	61.54	4	30.77		7.14	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SES	#% Change	-1	(2.75)	NC	2.20	NC	.55	NC	NC	NC	NC	NC	•	NC	NC	NC	NC	NC	NC	NC	NC
	/o Griango	<u> </u>	(2.73)				.00	-110	110	1		.,,	.,,	+			.,,	1	.,,		
	09/30/00	254	46.35	214	39.05	22	4.01	28	5.11	10	1.82	6	1.09	8	1.46	3	.55	2	.36	0	0 2
		253	45.26	218	39.00	25	4.47	30	5.37	11	1.97	7	1.25	9	1.61	4	.72	.36	0	-	NC _
Total	#% Change	-1	.99	+4	(0.05)	+3	.46	+2	.26	+1	.15	+1	.16	+1	.15	+1	.17	NC	NC	NC	
	-																				

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES & WOMEN

Summary Analysis of Work Force

C. <u>Major Occupations.</u>

At the end of FY 2001 ORO had 10 major occupations. Total employment in these occupations increased slightly from 392 at the end of FY 2000 to 394 at the end of FY 2001. The number of both women (175 to 176) and minorities (64 to 66) employed in these positions erased during FY 2001. Women hold 45 percent of the positions in our most populous occupations while minorities are employed in 17 percent of these positions.

Table 3 provides a summary of changes in the ORO work force in major occupations.

D. <u>Under representation Analysis.</u>

While progress continues in the employment and advancement of women and minorities, under representation continues to exist for certainEEO groups in the ORO work force.

Tables 4 provides comparison of the representation of women and minorities by PATCOB employment against appropriate Civilian Labor Force (CLF) figures for these categories. Major areas of under representation are outline below.

PATCOB Employment Category	Under represented EEO Group
Professional	Asian female & males, American Indian females, and white females
Administrative	Hispanic females & males and Asian American females & males
Technical	African American males and Asian American males

CHANGES IN THE REPRESENTATION OF WOMEN AND MINORITIES IN MAJOR OCCUPATIONS 09/30/00 THRU 9/30/01 (Table 3)

Employment	Occupational		0:	9/00	0	9/01	Cl	nange	Change
Category	Series	Class	#	%	#	%		#	%
		All	38	100	38	100		NC	
		Minorities	5	13.16	5	13.2		NC	(.4)
Professonal	510 Auditor	Women	17	44.74	19	50.0		(+4)	(5.3)
		A 11	404	400	4.40	100			4.00
	801 General	All Minorities	134 26	100 19.40	142 29	100 20.4		(+8)	1.00 0.00
	Engineer	Women	25	18.66	29	20.4	(-3)	(+4)	(1.80)
	Engineer	Womon		10.00		20.1	(0)	(' ')	(1.00)
	819	All	16	100	16	0.00		NC	
	Environmental	Minorities	1	6.25	0	0.00		(-1)	(6.25)
	Engineer	Women	4	25.0	3	18.75		(-1)	(6.25)
		All	16	100	10	000		(-6)	
	840 Nuclear	Minorities	1	6.25	1	10.0	NC	(-	3.75
	Engineer	Women	3	18.75	1	10.0		2)	8.75
	1301 Physical	All	27	33.33	31	100		(+4)	
	Scientist	Minorities	7	25.93	7	22.6		NC	(3.3)
	(General)	Women	9	100	10	32.3		(+1)	(1.0)
		All	21	100	21	100		NC	
	080 Personnel	Minorities	5	23.81	5	23.8		NC	NC
Administrative	Security	Women	12	57.14	11	52.4		(-1)	(4.7)
	242 Managament	All	32	100	30	100	NO	(-2)	4.4
	343 Management Analyst	Minorities Women	7 18	21.88 56.25	7 17	23.3 56.7	NC	1) (-	1.4 .4
	Analyst	Women	10	30.23	17	30.7		1)	.,,
		All	30	100	28	100		(-2)	
	1102 Contract	Minorities	6	20	6	21.4		NC	1.4
	Admimistration	Women	17	56.67	15	53.6		(-1)	(3.1)
	301*								
	Miscellaneous	All	24	100	24	100		NC	
	Clerical & Clerk Assistance	Minorities Women	2 16	8.33 66.67	2 19	8.33 79.1		NC (+1)	NC 4.1
	Assistance	Women	10	00.07	19	79.1		(+1)	4.1
	303**	All	50	100	50	100		NC	
	Miscellaneous	Minorities	3	6.0	3	6.0		NC	NC
Technical	Clerk & Assistant	Women	50	100	50	100		NC	NC
	202	۸.,		400	_ ا ا	400		NO	
	303 Miscellaneous	All Minorities	4 1	100 25.0	4	100 25.0		NC NC	NC
Clerical	Clerk & Assistant	Women	3	25.0 75.0	3	25.0 75.0		NC NC	NC NC
O loi loai	CICIR & Assistant	AAOUICII	J	7 3.0	Ŭ	7 3.0		110	140

Note: *Series 301 mistakenly identified as a clerical series in the FY2000 Accomplishment Report . Series 301 is an Administrative series.

^{**}Series 303 was mistakely identified as a clerical series in the FY 2000 Accomplishment Report. Series 303 had Technical positions (50 positions) and clerical positions (4 positions) 2000 and in FY 2001.

U. S. DEPARTMENT OF ENERGY/OAK RIDGE OPERATIONS OFFICE PERMANENT EMPLOYMENT WORK FORCE PROFILE BY PATCOB vs CIVILIAN LABOR FORCE DATA AS OF 9/2001 (Table 4)

	To	otal	,	White		Af	rican	An	neric	an		His	par	nic		Asian Pacifi				Ir	ıdiar			
	_	yment	M		F		M		F			M		F		. М	,		F		M			F
PATCOB	#	%	# %	#	%	#	%)	#	%	#	%	#	‡ %) ;	# %	0	#	%	#	%		#	%
Professional CLF	327	100	197 60.24 179 54.70			16 4 8 2		14 10	4.28 3.20		7 2 7 2			1.53 1.40		2.75 3.50		0. 1.9		2	0.61 0.20		0.2	0
Administrative CLF	154	100	53 34.42 65 42.10				3.90 3.60		7.79 5.30		-	1.95 2.60	-	0.65 2.60	_	0.00 1.40		0.6		0 0	0.30	0	0.3	0
Technical CLF	66	100	1 1.52 27 41.30	61 92.42 34 52.20).00 1.50	3 2	4.55 2.50			0.00 0.20			0	0.00 1.40		1. 0.		0 0	0.00		0.0	-
Clerical CLF	7	100	2 28.57 1 17.60	4 57.14 5 74.50			4.29 1.70		0.00 2.10		0 0			0.00		0.00 0.20		0.0 0.2			0.00		0.0	-
Other CLF	5	100	0 0.00 3 67.60	0 0.00 1 11.20			0.00 9.70		0.00			0.00 4.80				0.00 1.20		0.0			0.00 0.90		0.00	-
Blue Collar CLF	0	100	0 0.00 0 65.40	0 0.00 0 9.80		0 0. 0 9.			0.00 2.20			0.00 3.70				0.00 1.70		0.0 0.5		0 0	0.00			
Total Employment CLF	559	100	253 45.26 275 49.19			25 4 15 2			0 5.3 0 3.5					1.25 1.61	9	1.61 2.50		↓ 0 3 1	.72 .43	2	0.36 0.18		0.0	
	Br	eakdown																						
Category	Total Em	ployment %	#	CLF %																				
White	471	84.26	476	85.15											+									
African																								
American Hispanic	55 18	9.84 3.22	35 20	6.26 3.58											+									
Asian American	13	2.33	22	3.94																				
American Indian	2	0.36	2	0.36																				

PROGRAM ELEMENT: DISCRIMINATION COMPLAINTS

PROBLEM/BARRIER STATEMENT:

OBJECTIVE: To enhance the effectiveness of EEO Counseling services and the resolution of EEO complaints at the informal step of the complaint process.

RESPONSIBLE OFFICIAL: Manager, Oak Ridge Operations

Diversity Programs & Employee Concerns Manager

TARGET DATE: 9/30/01

GOAL/ACTION ITEMS RESPONSIBLE OFFICIAL TARGET DATE

1. Utilization of the ADR in the EEO Diversity Programs Manager 9/30/01 complaint process.

REPORT ON ACCOMPLISHMENT: During FY '2001 ORO had five cases proceed to the formal investigation processes of these three complainants participated in ADR. Justice Center of Atlanta continues to provide resources to the conflict resolution efforts.

PROGRAM ELEMENT: SPECIAL EMPHASIS PROGRAMS

PROBLEM/BARRIER STATEMENT:

OBJECTIVE: To continue to use special emphasis programs to provide awareness training for employees and to create developmental and advancement opportunities employees.

RESPONSIBLE OFFICIAL: Manager, Oak Ridge Operations

Diversity Programs Manager

TARGET DATE: Ongoing

GOAL/ACTION ITEM	RESPONSIBLE OFFICIAL	TARGET DATE
1. Increase the number and quality of awareness training for employees	Diversity Programs Manager	Ongoing
2. Continue to support employee participation in Federal developmental programs.	Diversity Programs Managerr	9-30-01

REPORT OF ACCOMPLISHMENTS: Special Emphasis Programs continue to provide ORO, contractor employees and the public with diversity awarness training. Specific programmatic activities are summarized in pages 35 to 59.

PROGRAM ELEMENT: HIRING GOAL ACCOMPLISHMENT

PROBLEM/ BARRIER STATEMENT: Under representation continues to exist for certain EEO groups within the ORO workforce.

OBJECTIVE: To use employment opportunities to eliminate under representation.

RESPONSIBLE OFFICIAL (S): ORO Managers

TARGET DATE: Ongoing

GOAL/ACTION ITEM: RESPONSIBLE OFFICIAL TARGET DATE

1. Ensure selection certificates include

a diverse pool of applicants.

ORO Managers

Human Resources Division Diversity Programs Manager Ongoing

2. Review proposed selections to ensure that diversity considerations are included.

ORO Manager Ongoing Diversity Programs Manager

REPORT OF ACCOMPLISHMENTS: During FY 2001 the Diveristy Progrmas and Employee Concerns office continued to review selection certificates as they were routed to selecting officials. When diversity deficiencies were noted certificates were returned to the Human Resources Division for additional review and/or recruitment. Once interviews were completed and selections identified, certificates were return to the Diversity Programs Manager for certification. During FY2001 twenty nine (29) new employees entered on duty. Of these, 16 (55%) were women and 8 (27.5%) were minorities. Significantly, 11 of the 29 positions filled were at grades 13-SES. Significantly, no minority filled a position above grade 12. Of the 8 minorities added to the ORO workforce 1 was a GS-12, 1 was a GS-5, 5 were GS-4s, and 1 was an Excepted Service equivalen to a GS-6. There were 36 merit promotions during FY 2001; women were selected in 19 (53%)of these, while minorities were selected in 7 (18%). Of the 36 positions filled through the merit promotions, 28 (77%) were at grades 13 and above including 6 GS-15s, 16 GS-14s and 6 GS-13s. Of the 19 women selected for merit promotions, 11(58%) were for positions at or above grade 13. Of the 7 minorities selected for merit promotions, 4(57%) were for positions at or above grade 13. Of the 6 GS-15 positions filled, 3 were filled by minorities. Three (50%) of the 6 GS-13 positions were filled by minorities and 3 (50%) were filled by women.

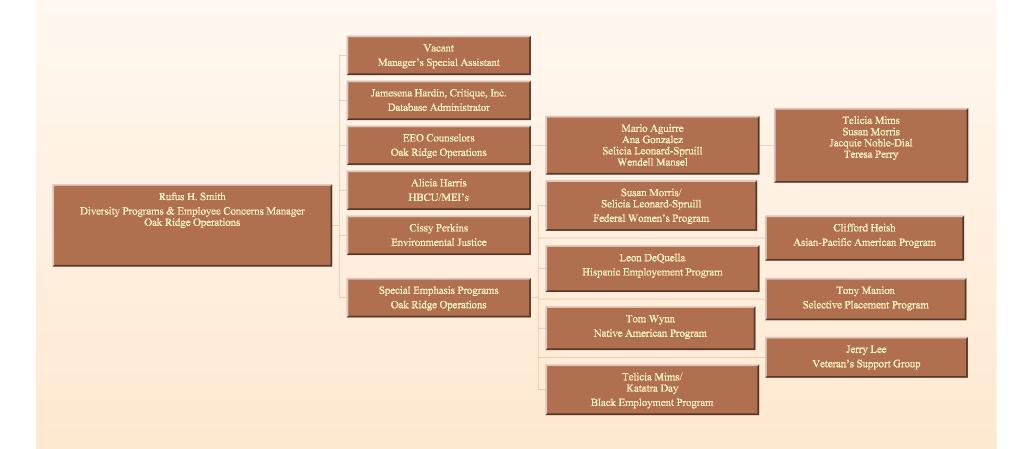
OAK RIDGE OPERATIONS

DIVERSITY PROGRAMS & EMPLOYEE CONCERNS OFFICE

ORGANIZATIONAL CHART



OAK RIDGE OPERATIONS DIVERSITY PROGRAMS & EMPLOYEE CONCERNS OFFICE ORGANIZATIONAL CHART

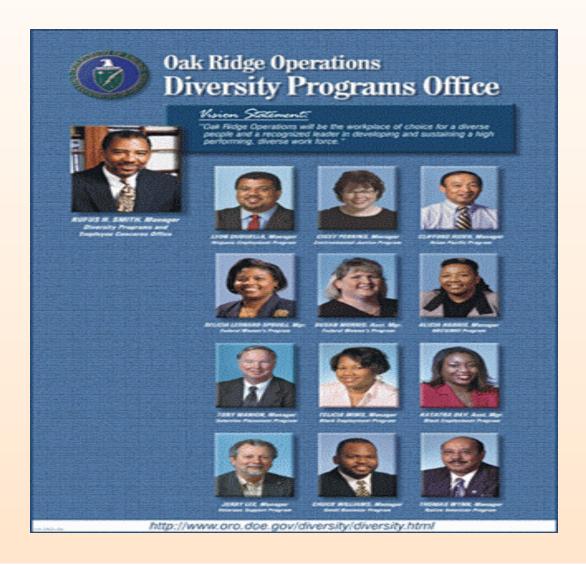


U. S. DEPARTMENT OF ENERGY OAK RIDGE OPERATIONS

DIVERSITY PROGRAMS OFFICE

DOE/ORO DIVERSITY PROGRAMS OFFICE

The mission of the Diversity Programs office is to ensure that our core values of valuing diversity and enforcing zero are implemented. Our vision sustaining a high performing diverse work force in critical to the success of ORO.

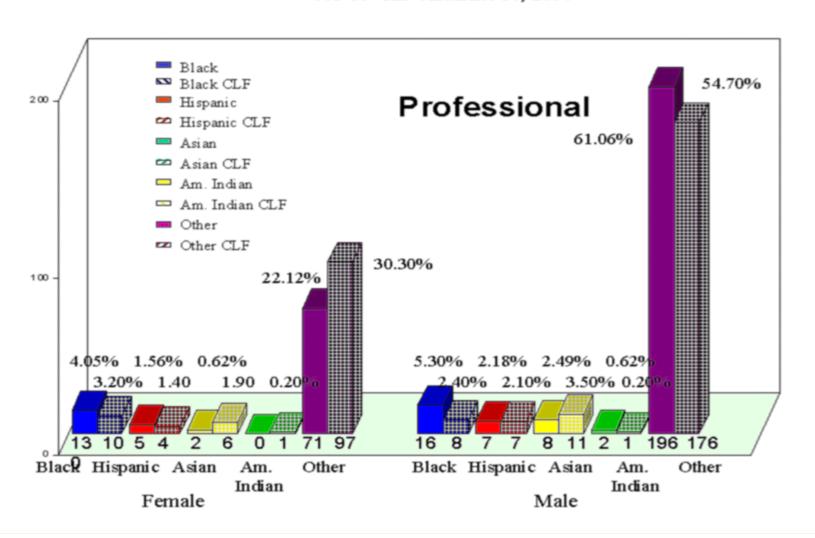


ORO WORKFORCE STATISTICS PATCOB CHARTS FOR

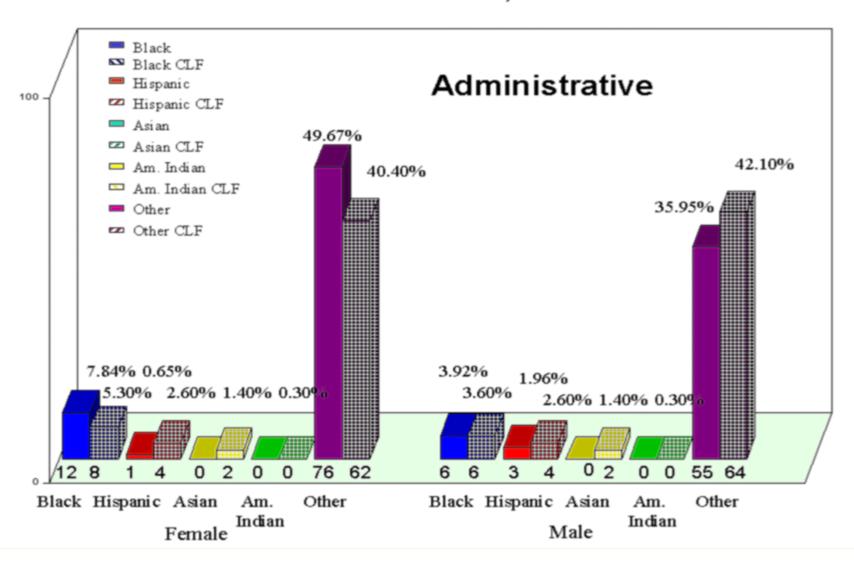
SEPTEMBER 2000

SEPTEMBER 2001

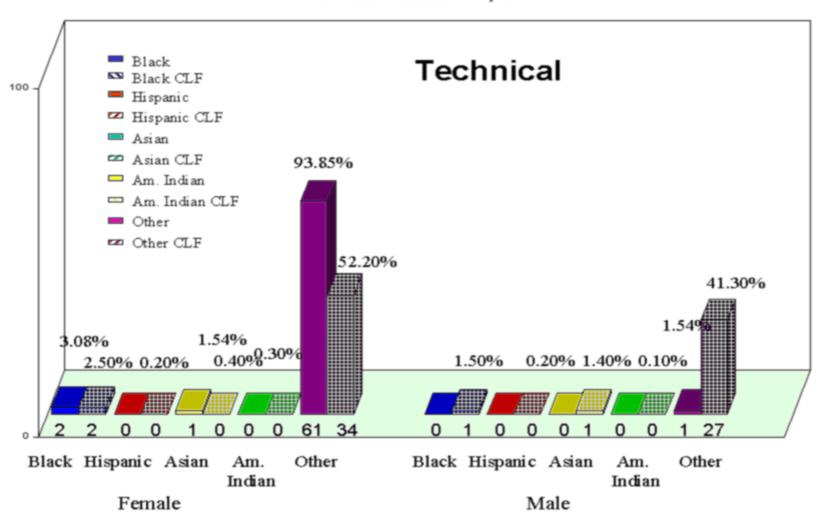
FY'2000 PATCOB PROFESSIONAL CHART



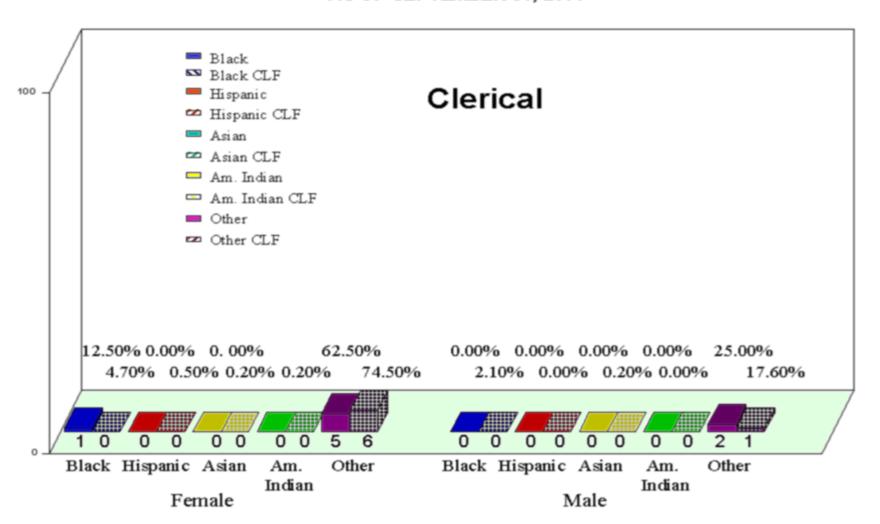
FY'2000 PATCOB ADMINISTRATIVE CHART



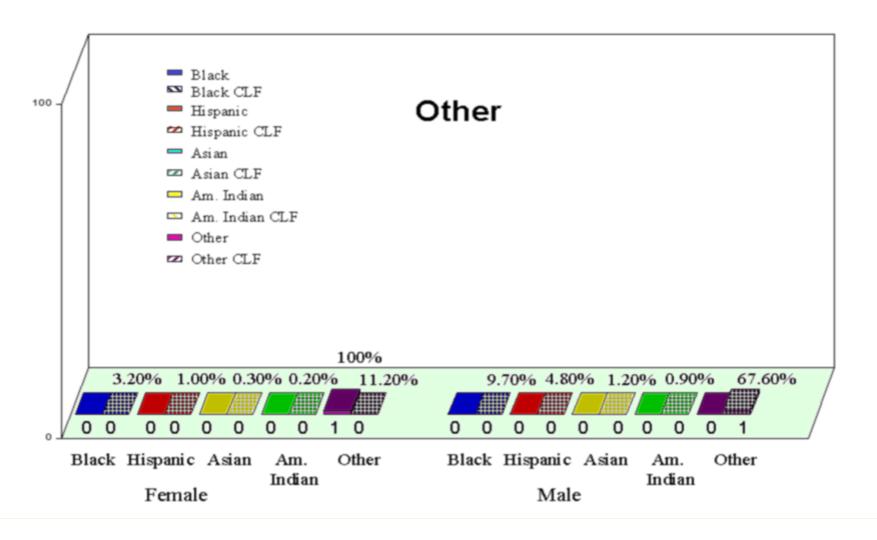
FY'2000 PATCOB TECHNICAL CHART



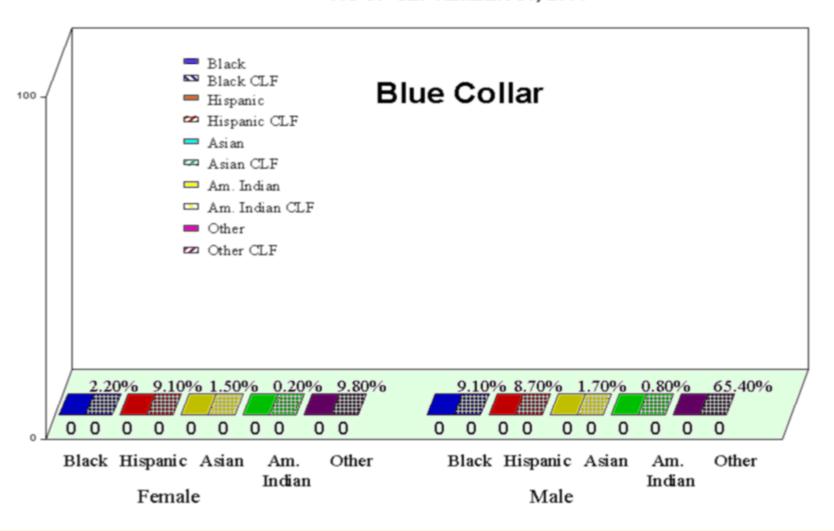
FY'2000 PATCOB CLERICAL CHART



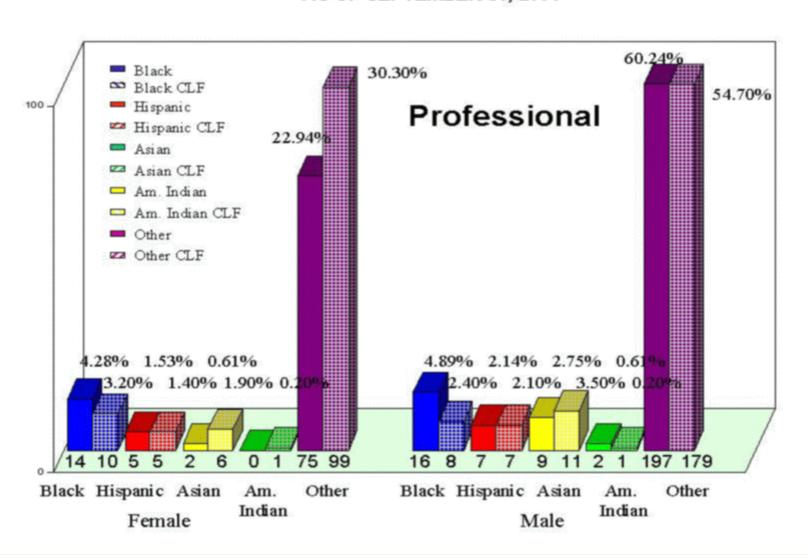
FY'2000 PATCOB OTHER CHART



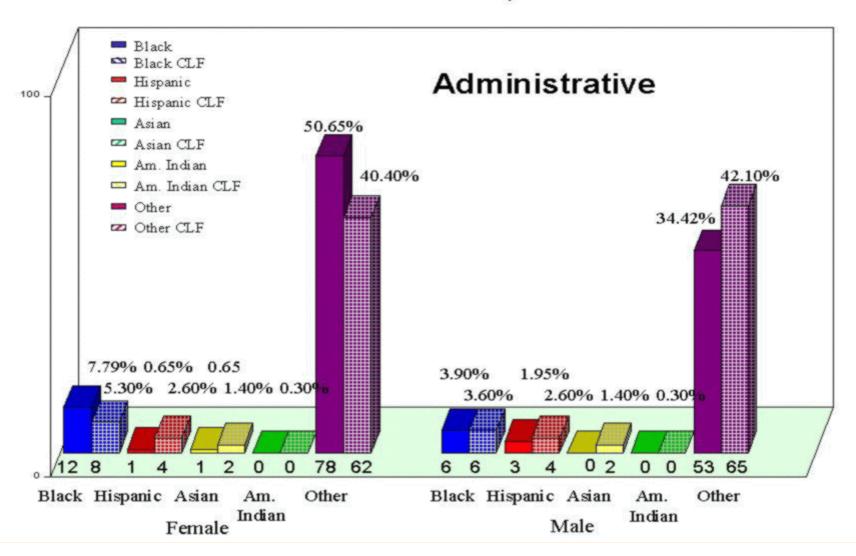
FY'2000 PATCOB BLUE COLLAR CHART



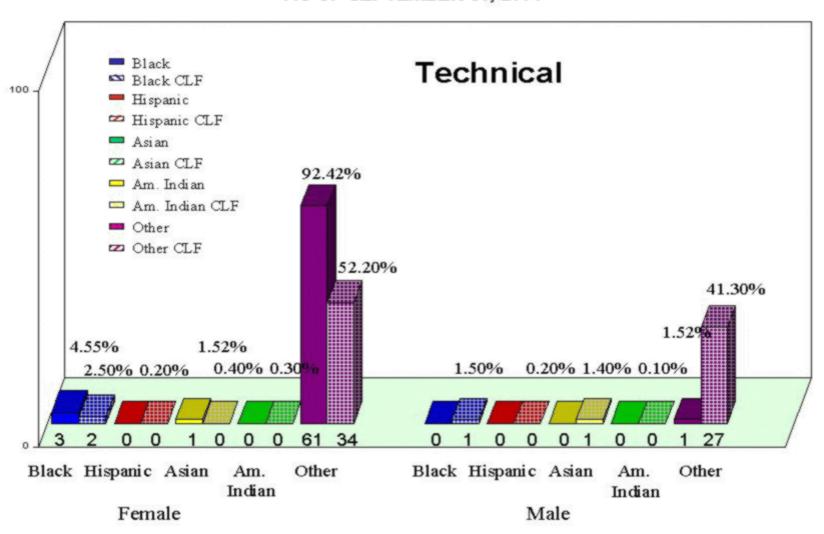
FY'2001 PATCOB PROFESSIONAL CHART



FY'2001 PATCOB ADMINISTRATIVE CHART

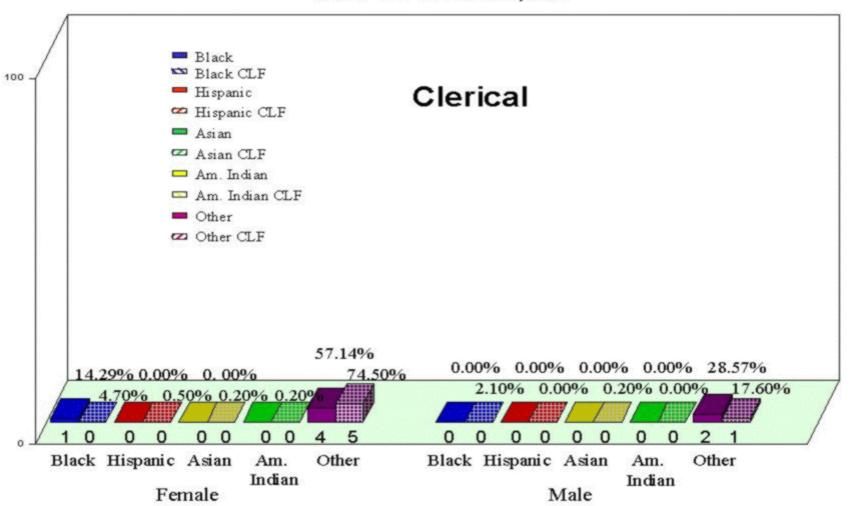


FY'2001 PATCOB TECHNICAL CHART



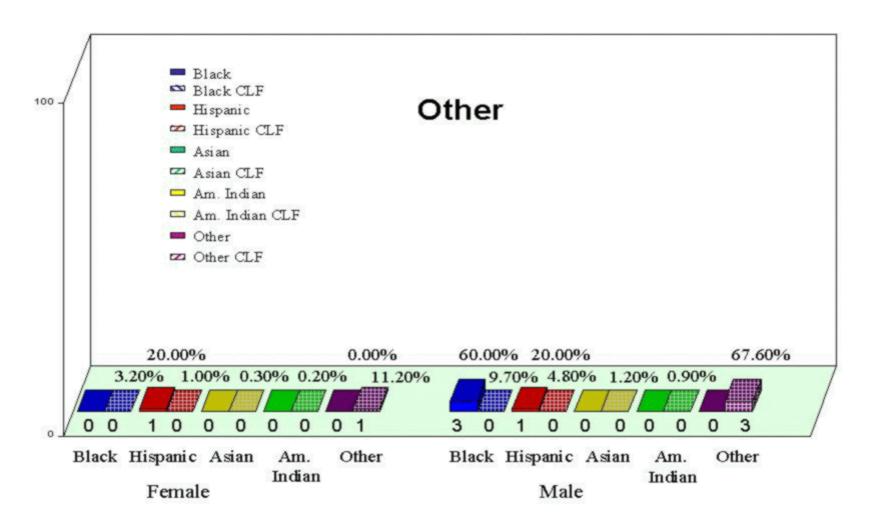
FY'2001 PATCOB CLERICAL CHART

U.S. DEPARTMENT OF ENERGY OAK RIDGE OPERATIONS OFFICE OFFICE OF THE MANAGER/OPERATIONS PERMANENT EMPLOYMENT WORK FORCE PROFILE BY PATCOB VS. CLF DATA AS OF SEPTEMBER 30, 2001



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FY'2001 PATCOB OTHER CHART



FY'2001 PATCOB BLUE COLLAR CHART

